



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

ACCOUNT CLERK

The Missouri Public Service Commission is seeking a part-time Account Clerk to perform moderately complex bookkeeping and clerical work associated with maintaining financial records. This is an ideal job for someone who has other commitments, but wants to work on a part-time basis.

Duties include maintaining accounts receivable functions such as receiving all incoming monies, determining fund allocation and maintaining Cash Receipts System records. Other duties include distributing pool vehicles, maintaining records and reports related to vehicle usage and monitoring maintenance. This position is also responsible for maintaining cellular phone logs and reports and serves as a backup for the mailroom clerk, in addition to performing miscellaneous duties as assigned.

Qualifications: High school graduation, or equivalent, including or supplemented by a course in bookkeeping or accounting and two years of office experience including one year of bookkeeping. Applicant should possess a working knowledge of general office practices with the ability to prepare complete and accurate reports. Computer training and experience required with emphasis in spreadsheet, word processing, and databases.

Starting salary range is \$10,452 to \$10,782 annually with a potential increase at the end of a successful probationary period. To be considered for this position, please send application, resume and transcripts by **October 15, 2004** to: Missouri Public Service Commission, Human Resources, **Reference Number AD031004**, P.O. Box 360, Jefferson City, MO 65102. For additional information please visit <http://www.psc.mo.gov>

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